



C A L I F O R N I A   D E P A R T M E N T   O F

# Mental Health

1600 9th Street, Sacramento, CA 95814  
(916) 654-2378

## **REQUEST FOR QUOTATION (RFQ)** Notice to Prospective Contractors

May 6, 2007

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 07-77081-000:

### **CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH) –Workplace Violence Prevention Training FOR FISCAL YEARS 2007-08**

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-307) and Contractor Certification Clauses (CCC-307) that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language> . If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Dorothy Steir, Manager of the Business Services and Training Unit at (916) 654-2642 for questions concerning the RFQ requirements.

Sandy Lyon, Manager, Contracts Unit, (916) 651-0987 for questions concerning the contracting process.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

ELAINE BUSH  
Chief Deputy Director

Enclosures

**1) Purpose of this RFQ**

The Department of Mental Health seeks to educate managers on their legal responsibilities and methods to recognize and prevent workplace violence.

**2) Scope of Work**

Contractor will provide a three-hour training class for DMH Managers and Supervisors regarding the Department's Workplace Violence policy which will include instruction by an attorney versed in Workplace Violence Prevention law. The services shall be performed at either 1600 Ninth Street, Sacramento (Headquarters) or 700 North 10 Street, Sacramento (DMH Public Meeting/Training Room) by a licensed attorney. The services shall be provided during working hours, Monday through Friday, except holidays. The class is to be 3-hours in length.

**3) Minimum Qualifications for Prospective Contractors**

The instructor must be a licensed attorney with a background in workplace law. The vendor must provide all training materials, except the location.

**4) Key Action Dates**

<b>Event</b>	<b>Date</b>
RFQ posted on the DMH Website for a duration of three business days	5/14/07
Final Date for Quotation Submission	5/18/07
Proposed Award Date	5/21/07
Contract Award Notice (Will be posted on the DMH Website)	5/23/07
Proposed Start Date	7/1/07

**5) RFQ Requirements**

A. The prospective contractor shall provide a written statement describing his/her abilities to provide the services detailed in item 2. above.

B. The prospective contractor shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3. above.

C. The prospective contractor shall provide at least two professional references.

D. The prospective contractor shall provide a detailed quotation for the services to be provided.

**6) Submission of Quotation**

A. All responses to this RFQ must be submitted in writing via fax, email or mail to the contact listed below by the date and time shown in item 4 above. Responses received after this date and time will not be considered.

Manager, Business Services and Training: Dorothy Steir  
1600 Ninth Street, Room 101, Sacramento, CA 95814

Telephone number: (916) 654-2642  
Fax Number: (916) 653-8752  
Email Address: [dorothy.steir@dmh.ca.gov](mailto:dorothy.steir@dmh.ca.gov)

B. All responses to this RFQ shall include the items identified in item 5. above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements. All non-responsive quotations will be rejected.

C. Responses must be submitted for the performance of all the services described herein.

D. Even if all of the required components are submitted, a response may still be rejected if any information provided is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the Bidder from full compliance with all requirements if awarded the agreement. The Department of Mental Health reserves the right to reject all responses. The Department of Mental Health is not required to award an agreement.

E. Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.

F. No oral understanding or agreement shall be binding on either party.

## **7) Evaluation Process**

A) After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.

B) The Contract Manager will award the contract to a prospective contractor who has submitted a response to this RFQ, has met the minimum qualifications, and has quoted a fair and reasonable price for the services to be performed.

## **8) Agreement Execution and Performance**

A) Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully-executed, the services performed will be considered volunteered by the Contractor.

B) All performance under the agreement shall be completed on or before the termination date of the agreement.